



WINDERMERE  
SCHOOL



# 'A SAFE PLACE TO LEARN'

Covid Planning and Updates for 2020-2021

Issue 3: 4 September 2020

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# INTRODUCTION



Dear Parents

I looked out of my office window this afternoon and saw something which I had not seen for nearly a year, and that was a game of netball. There was a break in the clouds and the sun was shining on the tennis courts. The girls were smiling, and the ball was moving around the court freely. This always used to be a pleasure to see, but on Thursday, the first day of school since 20 March, this was an occasion of special poignancy. A new academic year begins, but more happened last year than any anticipated. I spoke to Julie Jones and beckoned her to the window. It was a glimpse of a life we knew, had been suspended and was now coming back.

It is hard to comprehend now the extent of the journey we have all made, physically, mentally, and emotionally to get to this point, but nearly all students arrived back in school this week. It was very different, but it has been orderly, and students have mostly been very good with wearing facemasks. By the end of the day, some were a little more casual than they should have been, but it was an encouraging beginning. Lunch worked well and the first step has been made. It was not quite like Neil Armstrong's first step on the moon, but the amount of work required to enable this week to happen has been extraordinary. Preparing a school to open in a pandemic has necessitated a complete overhaul and a rigorous review of even the smallest detail. Mr Kirkpatrick's team has been exemplary.

Looking back to earlier years, it is striking how much we took for granted. We never questioned whether the school would open for a new year, or how we would prepare to welcome new students. There was a familiar routine for everything, but almost every step this year has had to be reinvented.

I had one email within hours of starting from a young girl who said she was so happy to be back and she was not as anxious anymore. She thanked me. It was the best start to the day I could have imagined.

It is tempting to dwell on what is missing, but we are still trying to find new ways of accomplishing what is important. I had not foreseen, until this morning, how much I would miss seeing the students walk into Crampton Hall each morning. I used to see every student in the school at the start of every day. I would notice their expressions, how they were dressed, and try to gauge their mood, if they were tired or happy. If I knew that they had done something well, I would congratulate them. If I had a concern about a student, I would look out for them, knowing that, if I saw them, I would be reassured. If others later asked, I would be able to say I had seen them first thing. None of this is now possible, so I must find new ways of making sure I see every student every day.

In the meantime, if any parent or any student has any concerns whatsoever please let me know. This is especially important for parents of day students who may have, or hear, conversations in their cars. If you hear anything which strikes you as odd, or not quite right, especially if there is any suggestion of unkindness between students, please let me know. We are operating in bubbles so that we have the greatest chance of keeping the school open, but it is my hope that, as we become increasingly confident in our control measures, we can introduce more opportunities. I especially hope the sun will continue to shine on the activities at Windermere School.

**Ian Lavender**  
**Head**

# STUDENT ARRIVAL & DEPARTURE - BROWHEAD

Please ensure that students are dropped quickly to avoid a backlog of cars on the Browhead driveway. This is even more important at collection time. If your son or daughter is not at the relevant collection point at the designated time, rather than wait for them on the driveway, please circle around for a second attempt. You are also welcome to park on Westmorland car park or the layby near to the front door in order to ring your son or daughter or to ring reception for assistance. Your help with this would be much appreciated and will stop the driveways becoming log-jammed.

# STUDENT ARRIVAL & DEPARTURE - ELLERAY

Thank you to all parents for ensuring that the arrival and departures of students have gone well. There was a little congestion on the first day of term but we feel that this will improve from Monday when activities start. Should this not be the case we will review our timings for the evening collection.

I do need to ask that you stick as closely as you can to the timings allocated for your child or children. If you have more than one child you are welcome to drop off all children at the earliest time. We must ask this because the key staff are not able to cross over between bubbles and we need to ensure that children are well supervised at all times for their safety.

We also need to avoid any congregation of parents on site; this is not our usual way at Elleray but during the current situation I am afraid it is something we have to ask. We realise that you will need to help younger children to get out of the car but please do so quickly and safely to enable the flow of traffic. Your assistance with this and your patience is appreciated.

From Monday, Pre-School, Reception, Year 1 and Year 2 will have a pick up time of 3.50pm and Year 3 and 4 will be 3.55pm. Year 5 and 6 will be 4pm. If staying for activities Pre-School to Year 2 will be 5.15pm with all other years leaving at 5pm.

# STUDENT ABSENCE

If, for whatever reason, your son or daughter will not be coming into school on a specific day, please ring the main school office at Browhead (015394 46164) or Elleray (015394 43308) or email:

Browhead – [absence@windermereschool.co.uk](mailto:absence@windermereschool.co.uk)

Elleray – [csilverwood@windermereschool.co.uk](mailto:csilverwood@windermereschool.co.uk)

If your son or daughter is late arriving at Browhead, please drop them off at the front door. They then need to sign in at reception before walking along the terrace to get to their class.

If your son or daughter is arriving at Elleray, please push the Reception button on the barrier to let Miss Silverwood know you are arriving. She will then be able to meet your child and guide them to their classroom. Please pull up to the turning circle and wait for Miss Silverwood.

If you need to collect your son or daughter before the end of the school day (e.g. for a dentist appointment) they need to sign out at reception and they can then be collected from the front door.



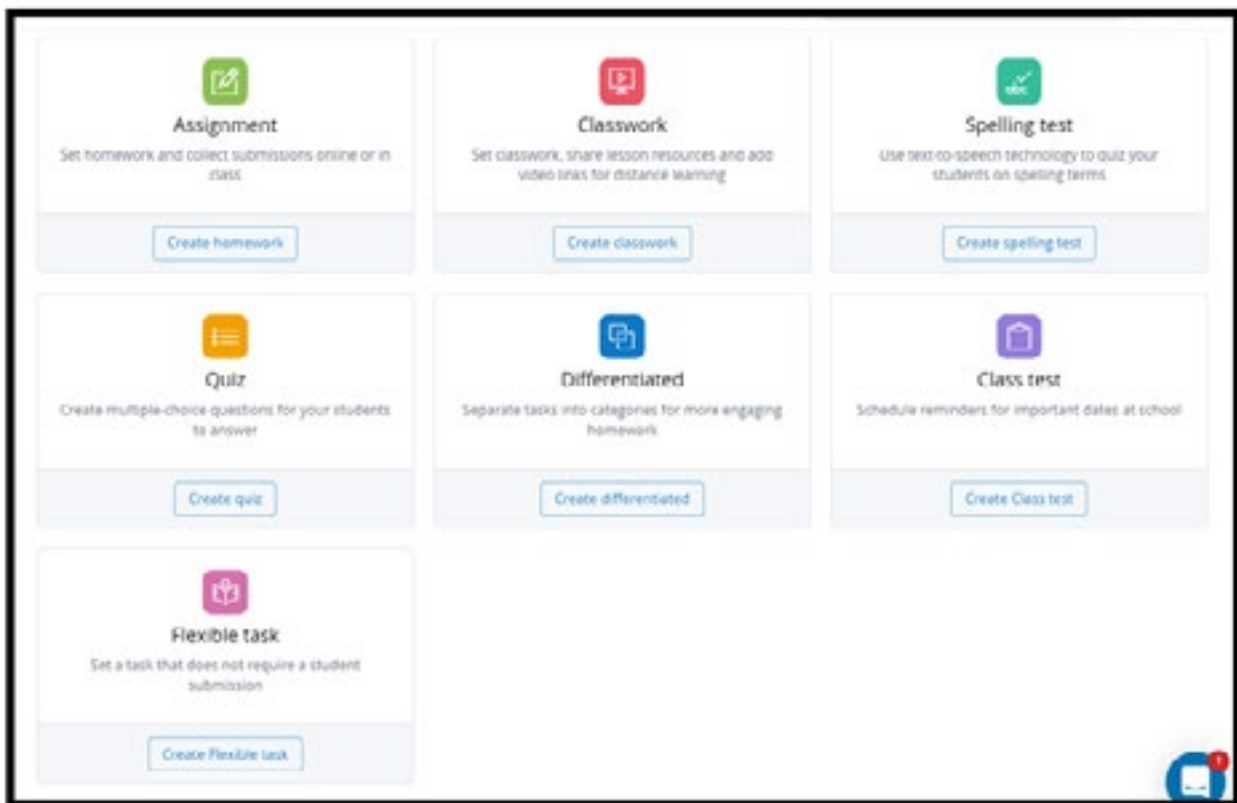
# YEAR BUBBLES & CLASSROOMS

Each bubble at both sites has been allocated a classroom block or area, with an associated outdoor area. At Browhead we have also allocated each year group time on the Tennis Courts so that students can engage in a game of lunchtime football or go for a longer walk. At the moment each year group has break time access once a week, and lunchtime access once a week, but if the system works we will expand this into the grounds around Langdale, meaning that each year group will have two lunchtimes a week with a wider area to roam.

## LESSONS & PREP - BROWHEAD

With the exception of Year 13 who have examinations at the start of term, all year groups at Browhead are now back onto a normal timetable. Students have copies of their timetables in their Windermere School planners and also in the year-group-specific information booklets.

Students should be encouraged to use their Windermere School Planner to create daily 'to do' lists. As usual all prep tasks will be on Show my Homework (Satchel) and ManageBac. Show my Homework has a variety of tasks that can be set:



As we have some students learning remotely, staff will still be using the red Classwork button in order to help these students. Students learning on-site will be completing this work during class time, and so will not need to complete these tasks. Sadly, there is no current way to make these Classwork tasks invisible to students who are learning on-site, but hopefully a combination of teacher explanation and common sense will make it clear which tasks each student needs to complete.

# LESSONS - ELLERAY

All students at Elleray are on their normal timetable but we have interspersed this with a range of settling in activities. Our first Adventure and PE sessions have gone very well.

## STATIONERY

We checked on Thursday to see if there were any holes in each student's stationery, and your son or daughter may need to shop this weekend for a few items. Please do assist them with this. Boarders will be able to access supplies through the One Stop Shop.

Stationery will be provided for Pre-School, Reception, Year 1 and Year 2.

### Stationery List

- Pencil case(s).
- Pens for writing (e.g. biros) – black and blue, plus one purple pen for editing.
- A small selection of highlighters.
- An HB pencil.
- A pencil sharpener.
- An eraser / rubber.
- Coloured pencils.
- Coloured markers (e.g. felt tip pens).
- A ruler (many students find it useful to have both a 15cm and a 30 cm ruler).
- Scissors.
- A glue stick.

### More stationery - Browhead only

In addition, students in Year 7 and above will require:

- A protractor and compass.
- A scientific calculator (new students will be provided with a new school specification calculator and will be recharged for this – there is no need to buy one before joining)
- An A4 ring binder file for Life Skills sheets (Years 7-11).

## LAPTOPS

We spent Thursday working hard to ensure every student could log on to the school network using their laptops, and also access the wifi. Nearly every problem was resolved by the end of the day, and we are hoping to resolve any remaining issues today. If you pick up any concerns relating to this over the weekend, please do contact your child's tutor.

A number of students at Elleray have asked to use ipads. The ipads may be able to connect to our wifi but there may be a few issues. Examples would be that Apple does not use Adobe Flash so therefore some of our IT programs will not work. They will not be able to print from the Apple devices and will only have access to Word Online. This has less functionality than the full Microsoft suite so will restrict what your child can produce.

# WATER BOTTLES

Students in Years 7-11 are having Windermere School water bottles brought to their block each morning. These will be collected in at the end of each day in order to be sterilised and re-filled. Students need to treat these bottles with respect, and ensure they are placed back in the correct place ready for collection at the end of each day.

Students are also very welcome to bring in their own water bottles. Students at Elleray have access to water at all times in their classrooms. They will also be provided with drinks at relevant breaks throughout the day.

# FACE MASKS

Most students have been fabulous at wearing masks at Browhead, but a minority are not getting it quite right. We will work with these students to help resolve this, but it would be useful if students receive the same message at home as they do on site about the importance of wearing a mask to protect the wider community. In particular, please do impress upon your son or daughter the need to wear a mask when they are moving around site from one location to another. We do have families with vulnerable members and it is vital that we get this right.

All students need a small plastic bag to keep their mask in this bag when it is not being worn.

# UNIFORM

We know that some families are still waiting on their orders with Coniston for a school fleece. If your son or daughter is without a fleece for a few days, they are welcome to wear their school blazer instead.

If you would like to speak to the school concerning uniform orders, please contact: Miss Bethany Howarth using [uniform@windermerschool.co.uk](mailto:uniform@windermerschool.co.uk)

Any fleeces that arrive for Elleray students will be given to your child or distributed at drop off or pick up times.

At Elleray we will be having our school photographs taken on Monday 7 September. Children can wear blazers for the day, if they have them. The photography company will be observing social distancing and the photographs will be taken outside if the weather allows.



# ADVENTURE - YEAR 3-9

Adventure sessions will be running as normal this term with students at Elleray and Browhead actively involved in a programme of Outdoor Education (Adventure) and Adventurous Learning. We will be using Hodge Howe and the local environment to provide our usual range of outdoor activities. Risk assessments and operating procedures have been amended to reflect Covid restrictions.

If anyone wishes to ask questions please encourage your child to speak to a member of the Outdoor Department. You can also email Mrs Fiona Roberts ([froberts@windermereschool.co.uk](mailto:froberts@windermereschool.co.uk)) for any Elleray questions or contact Mr Paul Platt ([pplatt@windermereschool.co.uk](mailto:pplatt@windermereschool.co.uk)) for either site.

## ADVENTURE AT BROWHEAD

Students in Years 7, 8 and 9 have half a day of Adventure once every other week. The Adventure programme for this first half term will be shared with your son or daughter via Show My Homework and Adventure days are clearly marked on their timetables. These are:

- Year 7 - Thursday Week B from 8:45 to 12:30
- Year 8 - Tuesday Week B from 13:30 to 17:00
- Year 9 - Tuesday Week A from 13:30 to 17:00

Additionally, Year 7 and 8 have full additional activity days in September to replace the residentials we would normally run. Further information on this will be sent to students and parents in due course, and these dates are on the calendar.

From the start of this term up to 8 students a week in both Year 10 and 11 will be able to access Adventure during their Thursday afternoon PE session. Students in Year 11 who wish to explore this option for Thursday 10 September should sign up with Mr Platt by Monday 7 September. Mr Platt will be in contact with Year 10 next week to explain how this will work.

We also run an after-school programme of Adventure activities including paddle sport, sailing and windsurfing. These are taking place in year group bubbles at Hodge Howe.

On Saturdays, there is race sailing and coaching delivered by our RYA Coach Graeme Rowe. Those interested should contact Mr Rowe via [growe@windermereschool.co.uk](mailto:growe@windermereschool.co.uk)

On Sundays, Mr Monk delivers a programme of recreational sailing for boarders. Please contact Mrs Monk on [mmonk@windermereschool.co.uk](mailto:mmonk@windermereschool.co.uk) if your son or daughter is interested.

# ACTIVITY CONSENT FORM

Most families have now signed the activity consent form. In order for your child to participate in Adventure or other activities the following consent form must be signed by the parent/guardian. If you have yet to sign this form, the link is:

[https://forms.office.com/Pages/ResponsePage.aspx?id=W6Gh56Lx\\_km7hl-PJiL29Fj9OkCYmT-tHomaesikgh-tUNzIKRjY0MzFBNzJJOUFCMjQzSjgySTg0Ty4u](https://forms.office.com/Pages/ResponsePage.aspx?id=W6Gh56Lx_km7hl-PJiL29Fj9OkCYmT-tHomaesikgh-tUNzIKRjY0MzFBNzJJOUFCMjQzSjgySTg0Ty4u)

## SAFE BOARDING PROVISION

Mrs Monk, our Head of Boarding, and our team of house staff, have been in contact with each of our boarding families with information on the start of term.

Due to the current COVID-19 restrictions, anyone wishing to visit one of the boarding houses must contact the relevant House Parent to make an appointment prior to their visit.

## KEEPING OUR COMMUNITY SAFE

Ensuring that every member of the Windermere School community stays safe is going to take each member of the community playing their part. Thank you to all parents for so quickly signing the parent expectations; this was much appreciated!

## RISK ASSESSMENTS

The Windermere School overarching risk assessment relating to the COVID-19 pandemic is now available on the school website - <https://www.windermereschool.co.uk/online-learning/risk-assessments-and-expectations/>

Further details, if required, are available from our Operations Manager Mr Richard Hennah ([rhennah@windermereschool.co.uk](mailto:rhennah@windermereschool.co.uk)).

Please note that we will be dynamically assessing risks on a daily basis, and that our risk assessments will be updated regularly. We will keep students and you well-informed of any changes to our provision through these regular COVID-19 Planning updates, as well as through our well-established system of tutor emails.

## DEALING WITH WORRIES

COVID-19 has changed the way we live and we are all adapting to the new ways of living. A return to a more normal school life will bring with it a range of emotions and this is to be expected. It is important for all of us, adults and students, to acknowledge how we are feeling and to know that there are people and resources available to support us.

Kooth: (Online counselling service) [www.kooth.com](http://www.kooth.com)

Childline: Tel: 08001111 <https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/>

Samaritans: [www.samaritans.org](http://www.samaritans.org)

Mind: [www.mind.org.uk](http://www.mind.org.uk)

Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)

## WHO TO CONTACT IF YOU HAVE ANY COVID RELATED QUERIES



We know that keeping to the new Covid expectations is not always going to be easy, especially when it comes to students having friends in different year groups. If your son or daughter has any concerns, we hope you will contact the relevant tutor.

If you have any more general questions or concerns, now or in the future, please contact the COVID Lead for each site:

- Browhead – Mrs E Vermeulen [evermeulen@windermerschool.co.uk](mailto:evermeulen@windermerschool.co.uk)
- Elleray – Mrs J King [jking@windermerschool.co.uk](mailto:jking@windermerschool.co.uk)



